



CONFIDENTIAL

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050049-6

NO.

62

25X1A

31 December 1946

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25X1A

CENTRAL INTELLIGENCE GROUP

C.I.A. ADMINISTRATIVE INSTRUCTIONS

LETTERS OF APPOINTMENT FOR UNVOUCHERED PERSONNEL1. Application:

All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

2. Authority to Sign Letters of Appointment:

a. The Director, CIG, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultants for departmental or field services. By cable dated 11 October 1946, the Director, CIG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and semi-covert personnel to be paid from unvouchered funds will receive letters of appointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached hereto.

b. All other types of personnel to be paid from unvouchered funds will receive letters of appointment signed by the Chief, Special Funds Section, in accordance with Delegation of Authority by the Director, CIG, dated 21 October 1946. The form of such letters of appointment shall be approved in advance by the Office of General Counsel, except where such letters of appointment are executed abroad, in which case a copy will be directed to the appropriate Branch Chief in Washington for referral to the Office of General Counsel for review and approval as to form.

3. Issuance:

Letters of appointment will be issued at the time the employment is approved. The letter of appointment will be prepared by the individual who is authorized to sign the particular type of letter of appointment to be used. The original of the letter of appointment shall be acknowledged by the employee as provided for therein and permanently filed in the Special Funds Section, Finance Division, P. & A. Branch. No payments of salary from unvouchered funds will be made to any employee until a properly signed letter of appointment is in the possession of the Special Funds Section.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

Renumbered and Integrated
with CIG A.O. Per
CIA General Order

Colonel AGO

~~CONFIDENTIAL~~

Approved For Release 2003/03/10 : CIA-RDP81-00728R000100050049-6

25X1A 7 January 1947

COPY NO. 62

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CENTRAL INTELLIGENCE GROUP

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C.I.A. ADMINISTRATIVE ORDER INSTRUCTION NO. [REDACTED]

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1. C. I. G. Administrative Order [REDACTED] Subject: "Letters of Appointment for Unvouchered Personnel," dated 31 December 1946, is hereby amended by changing the word "employer" to read "employee" in paragraph "3. Issuance", line 4.

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2. All copies of Administrative Order [REDACTED] should be changed

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accordingly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Colonel, AGO
Executive for Personnel
and Administration

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RENUMBERED AND INCORPORATED WITH CIG ADMIN. ORDER [REDACTED] PER CIA GENERAL ORDER [REDACTED]

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EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

Office Memorandum • UNITED STATES GOVERNMENT

TO : CHIEF, SPECIAL FUNDS SECTION
FROM : EXECUTIVE FOR PERSONNEL AND ADMINISTRATION
SUBJECT: CIG Administrative Order ☐

DATE: 14 January 1947

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1. Your memorandum dated 9 January 1947 interpreting the terms of CIG Administrative Order ☐ is approved.

2. This approval also has the concurrence of the Assistant Director for Special Operations.

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Colonel, AGD
Executive for Personnel and Administration

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23

MEMORANDUM

9 January 1947

TO : AD SO
Executive for P & A

FROM : Chief, Special Funds

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SUBJECT: CIG Administrative Order

Pursuant to our phone conversation of 8 January, appended hereto is a draft of proposed interpretation of the subject order and the mechanics for effecting the order from a practical point of view.

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If this draft procedure is deemed proper and within the scope of Administrative Order it is respectfully requested that you indicate your concurrence and return to this office.

Your attention is also called to the fact that subject order prohibits payment of salary until a properly signed Letter of Appointment is in the possession of the Special Funds Section. At this moment this provision cannot be carried out without terminating all payrolls for a lengthy period. Practically, verbal approval has been given to continue payrolls pending completion of the requirement.

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Attachment

Chief, Special Funds

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Policy

1. Letters of appointment will be issued to all CIG employees paid from Special Funds. Said letters are to be prepared in original copy only, will be read and accepted in writing by the employee, and will be filed in the personnel folder of the individual in the Special Funds Section.

2. Letters of appointment for all employees on duty in Washington as of 31 December 1946, hired subsequent to 31 December 1946, or field personnel hired prior to 31 December 1946 but leaving for the field subsequent to 31 December 1946 will contain a clause requiring a minimum tour of overseas duty of 24 months.

3. Letters of appointment for personnel hired prior to 31 December 1946 and who were en route or already in the field at that date will contain a clause requiring a minimum tour of overseas duty of 18 months.

Mechanics

1. The CIG employee administering the oath of office will simultaneously issue and have accepted the Letters of Appointment. This letter will then be duly signed by the designated official and will be placed in the personnel folder of the individual.

2. The Certifying Officers, Special Funds in preparing the Overseas Data Sheets for employees departing for overseas duty will in every case verify that a Letter of Appointment is on file in the individuals personnel folder. The purpose of this is to ensure that employees hired prior to 9 January, the effective date of the mechanism for issuing letters of appointment, do not inadvertently go overseas without a proper letter of

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appointment. If, in any instance, the individual objects to the 24 month clause on the grounds that he was employed for overseas duty on an 18 month understanding, the problem will be referred immediately to the Branch Chief concerned.

3. Letter of Appointment will be prepared for all employees presently on duty in Washington, will be accepted and placed in the individuals file.

4. Letters of Appointment will be prepared for all employees in the field or en route on 9 January. Those in the field or en route at 31 December will contain the 18 month clause whereas such employees who may have departed subsequent to 31 January but prior to 9 January will contain the 24 month clause. These letters will not be sent to the field for acceptance, but lists of individuals will be transmitted to the field. The field will be instructed to advise each person of the Letter of Appointment and its terms.

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MEMORANDUM

9 January 1947

TO : ADSO
Executive for P & A

FROM : Chief, Special Funds

SUBJECT: CIG Administrative Order ☐

25X1A

Pursuant to our phone conversation of 8 January, appended hereto is a draft of proposed interpretation of the subject order and the mechanics for effecting the order from a practical point of view.

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If this draft procedure is deemed proper and within the scope of Administrative Order ☐ it is respectfully requested that you indicate your concurrence and return to this office.

Your attention is also called to the fact that subject order prohibits payment of salary until a properly signed Letter of Appointment is in the possession of the Special Funds Section. At this moment this provision cannot be carried out without terminating all payrolls for a lengthy period. Practically verbal approval has been given to continue payrolls pending completion of the requirement.

Attachment

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☐
Chief, Special Funds

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL
CANCELLED OR SUPERSEDED

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Policy

1. Letters of appointment will be issued to all CIG employees paid from Special Funds. Said letters are to be prepared in original ^{AND ONE} copy, ~~only~~, will be read and accepted in writing by the employee, and ^{the original} will be filed in the personnel folder of the individual in the Special Funds Section, *AND THE COPY IN THE OFFICE OF THE ASST. EXEC. FOR PERSONNEL USO.*
2. Letters of appointment for all employees on duty in Washington as of 31 December 1946, hired subsequent to 31 December 1946, or field personnel hired prior to 31 December 1946 but leaving for the field subsequent to 31 December 1946 will contain a clause requiring a minimum tour of overseas duty of 24 months.
3. Letters of appointment for personnel hired prior to 31 December 1946 and who were en route or already in the field at that date will contain a clause requiring a minimum tour of overseas duty of 18 months.

Mechanics

1. The CIG employee administering the oath of office will simultaneously issue and have accepted the Letter of Appointment. This letter will then be duly signed by the designated official and will be placed in the personnel folder of the individual.

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2. The Certifying Officer, Special Funds in preparing the Overseas Data Sheets for employees departing for overseas duty will in every case verify that a Letter of Appointment is on file in the individuals personnel folder. The purpose of this is to ensure that employees hired prior to 9 January, the effective date of the mechanism for issuing letters of appointment, do not inadvertently go overseas without a proper letter of appointment. If, in any instance, the individual objects to the 24 month clause on the grounds that he was employed for overseas duty on an 18 month understanding, the problem will be referred immediately to the Branch Chief concerned.
3. Letters of Appointment will be prepared for all employees presently on duty in Washington, will be accepted and placed in the individuals file.
4. Letters of Appointment will be prepared for all employees in the field or en route on 9 January. Those in the field or en route at 31 December will contain the 18 month clause whereas such employees who may have departed subsequent to 31 January but prior to 9 January will contain the 24 month clause. These letters will not be sent to the field for acceptance but lists of individuals will be transmitted to the field. The field will be instructed to advise each person of the Letter of Appointment and its terms.

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Next 1 Page(s) In Document Exempt

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(EXHIBIT A)

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CENTRAL INTELLIGENCE AGENCY



430 E St. N.W.

WASHINGTON, D. C.

_____(Date)

Name _____

Street Address _____

City & State _____

Dear Mr. _____:

1. This is to notify you that the United States Government, as represented by the Central Intelligence Agency, has accepted your employment effective _____

Position: _____

Base Salary: _____ per _____.

2. This appointment is not a Civil Service position. You will be entitled to annual and sick leave (only in accordance with Civil Service rules and regulations). You will be reimbursed for travel expenses in accordance with the Standardized Government Travel Regulations, as amended. If stationed outside the continental limits of the United States, you will be granted such monetary allowances as are prescribed by CIA regulations.

3. If you are ordered to a station outside the continental United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an overseas post, CIA will not pay your return travel expenses from a station outside the United States.

4. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTANT CHIEF, PERSONNEL DIVISION

ACCEPTED:

31 December 1946

25X1A

CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER LETTERS OF APPOINTMENT FOR UNVOUCHERED PERSONNEL1. Application:

All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

2. Authority to Sign Letters of Appointment:

a. The Director, CIG, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultants for departmental or field services. By cable dated 11 October 1946, the Director, CIG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and semi-covert personnel to be paid from unvouchered funds will receive letters of appointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached hereto.

b. All other types of personnel to be paid from unvouchered funds will receive letters of appointment signed by the Chief, Special Funds Section, in accordance with Delegation of Authority by the Director, CIG, dated 21 October 1946. The form of such letters of appointment shall be approved in advance by the Office of General Counsel, except where such letters of appointment are executed abroad, in which case a copy will be directed to the appropriate Branch Chief in Washington for referral to the Office of General Counsel for review and approval as to form.

3. Issuance:

Letters of appointment will be issued at the time the employment is approved. The letter of appointment will be prepared by the individual who is authorized to sign the particular type of letter of appointment to be used. The original of the letter of appointment shall be acknowledged by the employer as provided for therein and permanently filed in the Special Funds Section, Finance Division, P. & A. Branch. No payments of salary from unvouchered funds will be made to any employee until a properly signed letter of appointment is in the possession of the Special Funds Section.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

CONFIDENTIAL

(EXHIBIT A)

25X1A

CENTRAL INTELLIGENCE GROUP

WASHINGTON, D. C.

(Date)

Name _____

Street Address _____

City & State _____

Dear Mr. _____:

1. This is to notify you that the United States Government, as represented by the Central Intelligence Group, has accepted your employment effective _____:

Position:

Base Salary: \$ _____ per _____.

2. This appointment is not a Civil Service position. You will be entitled to annual and sick leave (only in accordance with Civil Service rules and regulations). You will be reimbursed for travel expenses in accordance with the Standardized Government Travel Regulations, as amended. If stationed outside the continental limits of the United States, you will be granted such monetary allowances as are prescribed by CIG regulations.

3. If you are ordered to a station outside the continental United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an overseas post, CIG will not pay your return travel expenses from a station outside the United States.

4. Your appointment is for such time as your services may be required and funds are available for the work of CIG. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTANT CHIEF, PERSONNEL DIVISION

ACCEPTED:

CONF

20 December 1946

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MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Orders

Enclosure: a. Proposed Administrative Order re Letters of Appointment for Unvouchered Personnel.

b. Proposed Administrative Order re Length of Service Overseas.

1. Enclosed are two proposed Administrative Orders. The first is concerned with length of overseas service, and the second with letters of appointment for unvouchered personnel. The Orders have been discussed with the Personnel Division and the Office of Special Operations. Colonel Galloway specifically requested that individuals who are assigned to overseas duty be required to remain overseas for a minimum period of twenty-four months.

2. If the proposed Orders meet with your approval, it has been requested that they be issued with a minimum of delay. The undersigned will be pleased to discuss the Orders with you, in person, if it is deemed necessary.

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JOHN S. WARNER
Assistant General Counsel

CONFIDENTIAL

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21
20 December 1946

CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE ORDER

LETTERS OF APPOINTMENT FOR UNVOUCHERED PERSONNEL

1. Application:

All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

2. Authority to Sign Letters of Appointment:

a. The Director, CIG, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultants for departmental or field services. By cable dated 11 October 1946, the Director, CIG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and semi-covert personnel to be paid from unvouchered funds will receive letters of appointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached hereto.

b. All other types of personnel to be paid from unvouchered funds will receive letters of appointment signed by the Chief, Special Funds Section, in accordance with Delegation of Authority by the Director, CIG, dated 21 October 1946. The form of such letters of appointment shall be approved in advance by the Office of General Counsel, except where such letters of appointment are executed abroad, in which case a copy will be directed to the appropriate Branch Chief in Washington for referral to the Office of General Counsel for review and approval as to form.

3. Issuance:

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Colonel, ~~CAC~~ ~~AFD~~
Executive for Personnel and
Administration

(EXHIBIT A)

CONFIDENTIAL

CENTRAL INTELLIGENCE GROUP

25X1A

WASHINGTON, D.C.

(Date)

Name _____
 Street Address _____
 City & State _____

Dear Mr. _____:

1. This is to notify you that the United States Government, as represented by the Central Intelligence Group, has accepted your employment effective _____:

Position:

Base Salary: \$_____ per _____.

2. This appointment is not a Civil Service position. You will be entitled to annual and sick leave (only in accordance with Civil Service rules and regulations). You will be reimbursed for travel expenses in accordance with the Standardized Government Travel Regulations, as amended. If stationed outside the continental limits of the United States, you will be granted such monetary allowances as are prescribed by CIG regulations.

3. If you are ordered to a station outside the continental United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an overseas post, CIG will not pay your return travel expenses from a station outside the United States.

4. Your appointment is for such time as your services may be required and funds are available for the work of CIG. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTANT CHIEF, PERSONNEL DIVISION

ACCEPTED:

CONFIDENTIAL

CONFIDENTIAL3/
20 December 1946

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CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER LENGTH OF OVERSEAS SERVICE

1. There is hereby established a policy of requiring individuals who are assigned to overseas duty to remain overseas a minimum of twenty-four months. This means that if an employee wishes to return at an earlier date he must pay his own passage and will receive no travel allowances. After twenty-four months, the employee may request return at Government expense with the regular travel allowances, but such return would be for separation, not for leave or other personal reasons. This policy will be stated as a provision in the letter of appointment issued by CIG to the employee.

2. Experience has shown that in intelligence work all personnel who stay overseas for too long a period pass the point of greatest efficiency and lessen in useful productivity due to lack of contact with domestic problems and customers, and lack of knowledge of new techniques, methods and procedures. It has been administratively determined in accordance with this experience that no employee should be continuously overseas for a period of more than thirty months, and that it is necessary to an efficient and adaptable service to re-train and re-orient all employees after the passage of some twenty-four to thirty months overseas. Accordingly, branch chiefs will maintain records of the period for which employees under their control have been outside of the United States and, on the expiration of twenty-four months, will take the proper steps for returning each employee for specific re-training and re-orientation. On completion of such a training program, the employee may take leave in accordance with existing Government regulations. On completion of leave, the employee may require additional training or may be assigned immediately to an overseas post on the condition that a further minimum period of twenty-four months duty overseas will be served.

3. It will be the duty of the branch chief, in consultation with the other officers concerned, to determine whether return for training will be on temporary duty or permanent change of station, to determine the course of training necessary, and to establish that the travel involved is necessary in the best interests of the Government. Requests from overseas for return of individuals will be considered only in connection with separation or travel at the individual's expense.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Colonel, CAC
Executive for Personnel and
Administration

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH
INTER-OFFICE ROUTING SLIP

1/3/47

FROM		TO	INITIALS	DATE
✓	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
	CHIEF, PERSONNEL DIVISION			
	CHIEF, FINANCE DIVISION			
	CHIEF, SERVICES DIVISION			
	CHIEF, SECURITY DIVISION			
	CHIEF, PROJECTS SUPPORT DIVISION			
	CHIEF, COMMUNICATIONS DIVISION			
	CENTRAL RECORDS	✓		

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS:

admin. Orders
Mimeographed & distributed 1/3/47.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

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CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
X EXECUTIVE FOR PERSONNEL & ADMINISTRATION		<i>W. J. H.</i>	12/23/46
CENTRAL RECORDS			
SECRETARY, ONIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS Galloway	X		
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS:

Request that you review the attached proposed administrative orders and return to Executive for P&A with your comments.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

CONFIDENTIAL

26 December 1946

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Orders

1. Returned herewith is the proposed Administrative Order concerning Length of Overseas Service. This Order has my approval in its present form.

2. The proposed Administrative Order concerning Letters of Appointment has been changed to state that the Assistant Chief, Personnel Division, will sign letters of appointment for employees on unvouchered funds. This is deemed advisable inasmuch as the Assistant Chief, Personnel Division, is a member of the Personnel Review Committee, which screens the prospective employees. Since there exists a possibility that employees may be appointed at overseas stations, letters of appointment, in such cases, may be signed by the Chief of Mission or Independent Station, in accordance with cable authority of the Director, dated 11 October 1946.

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DONALD H. GALLOWAY
Assistant Director - Special Operations

CONFIDENTIAL

CONFIDENTIAL

20 December 1946

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Administrative Orders

Enclosure: a. Proposed Administrative Order re Letters of Appointment for Unvouchered Personnel.

b. Proposed Administrative Order re Length of Service Overseas.

1. Enclosed are two proposed Administrative Orders. The first is concerned with length of overseas service, and the second with letters of appointment for unvouchered personnel. The Orders have been discussed with the Personnel Division and the Office of Special Operations. Colonel Galloway specifically requested that individuals who are assigned to overseas duty be required to remain overseas for a minimum period of twenty-four months.

2. If the proposed Orders meet with your approval, it has been requested that they be issued with a minimum of delay. The undersigned will be pleased to discuss the Orders with you, in person, if it is deemed necessary.

JOHN S. WARNER
Assistant General Counsel

JSW:mbt

CONFIDENTIAL

CONFIDENTIAL

20 December 1946

CENTRAL INTELLIGENCE GROUP

C.I.C. ADMINISTRATIVE ORDER NO.

LETTERS OF APPOINTMENT FOR UNVOUCHERED PERSONNEL

1. Application:

All employees of CIG who are to be paid from unvouchered funds will be issued a letter of appointment at the time of their employment.

2. Authority to Sign Letters of Appointment:

a. The Director, CIG, by memorandum dated 6 September 1946, has delegated authority to the Assistant Chief, Personnel Division, to approve appointments of civilian employees and consultants for departmental or field services. By cable dated 11 October 1946, the Director, CIG, delegated authority to Chiefs of each mission or Independent Station to appoint civilian employees and consultants. Overt personnel and semi-covert personnel to be paid from unvouchered funds will receive letters of appointment signed by one of the persons listed above. The form of this letter of appointment shall be in accordance with Exhibit A attached hereto.

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3. Issuance:

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Colonel, CAC
Executive for Personnel and
Administration

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(EXHIBIT A)

CONFIDENTIAL

CENTRAL INTELLIGENCE GROUP

WASHINGTON, D.C.

(Date)

Name _____
 Street Address _____
 City & State _____

Dear Mr. _____:

1. This is to notify you that the United States Government, as represented by the Central Intelligence Group, has accepted your employment effective _____:

Position:

Base Salary: \$_____ per _____.

2. This appointment is not a Civil Service position. You will be entitled to annual and sick leave (only in accordance with Civil Service rules and regulations). You will be reimbursed for travel expenses in accordance with Standardized Government Travel Regulations, as amended. If stationed outside the continental limits of the United States, you will be granted such monetary allowances as are prescribed by CIG regulations.

3. If you are ordered to a station outside the continental United States, you will be required to serve a minimum period of twenty-four months at such a station. If you wish to resign or terminate your appointment or return to the United States before the expiration of twenty-four months after the date of departure for an overseas post, CIG will not pay your return travel expenses from a station outside the United States.

4. Your appointment is for such time as your services may be required and funds are available for the work of CIG. Notice of termination will be given you by procedure similar to that provided by Civil Service rules and regulations.

ASSISTANT CHIEF, PERSONNEL DIVISION

ACCEPTED:

CONFIDENTIAL

JSW:mb8

CONFIDENTIAL20 December 1946CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER NO.LENGTH OF OVERSEAS SERVICE

1. There is hereby established a policy of requiring individuals who are assigned to overseas duty to remain overseas a minimum of twenty-four months. This means that if an employee wishes to return at an earlier date he must pay his own passage and will receive no travel allowances. After twenty-four months, the employee may request return at Government expense with the regular travel allowances, but such return would be for separation, not for leave or other personal reasons. This policy will be stated as a provision in the letter of appointment issued by CIG to the employee.

2. Experience has shown that in intelligence work all personnel who stay overseas for too long a period pass the point of greatest efficiency and lessen in useful productivity due to lack of contact with domestic problems and customers, and lack of knowledge of new techniques, methods and procedures. It has been administratively determined in accordance with this experience that no employee should be continuously overseas for a period of more than thirty months, and that it is necessary to an efficient and adaptable service to re-train and re-orient all employees after the passage of some twenty-four to thirty months overseas. Accordingly, branch chiefs will maintain records of the period for which employees under their control have been outside of the United States and, on the expiration of twenty-four months, will take the proper steps for returning each employee for specific re-training and re-orientation. On completion of such a training program, the employee may take leave in accordance with existing Government regulations. On completion of leave, the employee may require additional training or may be assigned immediately to an overseas post on the condition that a further minimum period of twenty-four months duty overseas will be served.

3. It will be the duty of the branch chief, in consultation with the other officers concerned, to determine whether return for training will be on temporary duty or permanent change of station, to determine the course of training necessary, and to establish that the travel involved is necessary in the best interests of the Government. Requests from overseas for return of individuals will be considered only in connection with separation or travel at the individual's expense.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JSW:mbt

Colonel, CAC
Executive for Personnel and

[Redacted]

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CHIEF, SPECIAL FUNDS SECTION

14 January 1947

25X1A

EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

CIG Administrative Order [Redacted]

CONFIDENTIAL

25X1A

1. Your memorandum dated 9 January 1947 interpreting the terms of CIG Administrative Order [Redacted] is approved.

2. This approval also has the concurrence of the Assistant Director for Special Operations.

25X1A

[Redacted]

Colonel, AGO
Executive for Personnel and Administration

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[Redacted]:mew

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cc: Mr. Saunders
Col. Galloway

[Redacted]

Central Records (2) ✓
Stayback

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7 January 1947

COPY NO. 81CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE ORDER [] AMENDMENT NO. 1

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1. C. I. G. Administrative Order [] Subject: "Letters of Appointment for Unvouchered Personnel," dated 31 December 1946, is hereby amended by changing the word "employer" to read "employee" in paragraph "3. Issuance", line 4.

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2. All copies of Administrative Order [] should be changed accordingly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[]
Colonel, AGD
Executive for Personnel
and Administration

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MEMORANDUM

9 January 1947

TO : ADBO
Executive for P & A

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FROM : Chief, Special Funds

SUBJECT: CIG Administrative Order

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Pursuant to our phone conversation of 8 January, appended hereto is a draft of proposed interpretation of the subject order and the mechanics for effecting the order from a practical point of view.

If this draft procedure is deemed proper and within the scope of Administrative Order , it is respectfully requested that you indicate your concurrence and return to this office.

Your attention is also called to the fact that subject order prohibits payment of salary until a properly signed Letter of Appointment is in the possession of the Special Funds Section. At this moment this provision cannot be carried out without terminating all payrolls for a lengthy period. Practically verbal approval has been given to continue payrolls pending completion of the requirement.

Attachment

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Chief, Special Funds

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Policy

1. Letters of appointment will be issued to all CIG employees paid from Special Funds. Said letters are to be prepared in original copy only, will be read and accepted in writing by the employee, and will be filed in the personnel folder of the individual in the Special Funds Section.
2. Letters of appointment for all employees on duty in Washington as of 31 December 1946, hired subsequent to 31 December 1946, or field personnel hired prior to 31 December 1946 but leaving for the field subsequent to 31 December 1946 will contain a clause requiring a minimum tour of overseas duty of 24 months.
3. Letters of appointment for personnel hired prior to 31 December 1946 and who were en route or already in the field at that date will contain a clause requiring a minimum tour of overseas duty of 18 months.

Mechanics

1. The CIG employee administering the oath of office will simultaneously issue and have accepted the Letter of Appointment. This letter will then be duly signed by the designated official and will be placed in the personnel folder of the individual.

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2. The Certifying Officer, Special Funds in preparing the Overseas Data Sheets for employees departing for overseas duty will in every case verify that a Letter of Appointment is on file in the individuals personnel folder. The purpose of this is to ensure that employees hired prior to 9 January, the effective date of the mechanism for issuing letters of appointment, do not inadvertently go overseas without a proper letter of appointment. If, in any instance, the individual objects to the 24 month clause on the grounds that he was employed for overseas duty on an 18 month understanding, the problem will be referred immediately to the Branch Chief concerned.
3. Letters of Appointment will be prepared for all employees presently on duty in Washington, will be accepted and placed in the individuals file.
4. Letters of Appointment will be prepared for all employees in the field or en route on 9 January. Those in the field or en route at 31 December will contain the 18 month clause whereas such employees who may have departed subsequent to 31 January but prior to 9 January will contain the 24 month clause. These letters will not be sent to the field for acceptance but lists of individuals will be transmitted to the field. The field will be instructed to advise each person of the Letter of Appointment and its terms.

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